



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, October 31, 2014

8:00 AM

CALL TO ORDER

1. Call to Order. (14-4820)

The meeting was called to order by Chair Tessitor at 8:03 a.m.

PLEDGE

2. Pledge of Allegiance. (14-4865)

The Pledge of Allegiance was led by Michelle Caldwell, Director of Finance, Foothill Transit.

ROLL CALL

3. Roll Call. (14-4866)

Roll call was taken by Garen Khachian, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Michael De La Torre, Becky A. Shevlin, Carol Herrera, Paula Lantz and Doug Tessitor

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of Executive Board of September 26, 2014. (14-4867)

On motion of Member Shevlin, seconded by Vice Chair Lantz, duly carried by the following vote, the Board approved the minutes for the Regular Executive Board Meeting of September 26, 2014.

Ayes: 4 - Member Michael De La Torre, Member Becky A. Shevlin, Vice Chair Paula Lantz and Chairman Doug Tessitor

Abstentions: 1 - Treasurer Carol Herrera

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (14-4868)

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Winston Kilkenny, Operator of the Month (October 2014)**

After discussion, by Common Consent, and there being no objection, the Board recognized the Employee of the month.

5.2 New and Promoted Staff (14-4869)

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted staff:

New Hires:

- **Oscar Benavente, Maintenance Quality Assurance Inspector**
- **Micheal Tobin, Quality Assurance Inspector**

After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired staff.

5.3 Update on APTA Activities (14-4870)

Doran Barnes, Executive Director, introduced Jim LaRusch, Chief Counsel, American Public Transportation Association (APTA). Mr. LaRusch provided a brief presentation of his job dealings with the Regulatory Program within the Transportation Industry. The focus of Foothill Transit is to seek a long term, fully funded authorization.

After discussion, by Common Consent, and there being no objection, the Board accepted Mr. LaRusch's update.

III. PUBLIC COMMENT

6. Public Comment. (14-4871)

No members of the public addressed the Foothill Transit Executive Board.

IV. CONSENT CALENDAR

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through September 30, 2014. (14-4872)

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. OCTOBER 2014 LEGISLATIVE SUMMARY

Recommendation: Receive: Receive and file the October 2014 Legislative Summary. There are no recommended positions on bills this month. (14-4873)

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, the Board received and filed the October 2014 Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

9. RESOLUTION ADOPTING BOARD MEETING SCHEDULE FOR 2015

Recommendation: Adopt Resolution No. 2014-04 Board Meeting Schedule for 2015. (14-4874)

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, the Board adopted Resolution No. 2014-04 Board Meeting Schedule for 2015.

Attachments: [SUPPORTING DOCUMENT](#)

10. COACH OPERATOR AUDIT RESULTS

Recommendation: Receive and file the results of the coach operator audits conducted in September 2014. (14-4875)

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. REQUEST FOR PROPOSALS (RFP) 15-028 - REPAINTING AND DECAL

INSTALLATION AND HEAVY MAINTENANCE ON 30 60-FOOT ARTICULATED BUSES

Recommendation: Authorize the Executive Director to issue RFP No. 15-028 for the repainting, livery upgrade, bus decal installation and heavy maintenance on 30 60-ft. articulated buses. (14-4876)

By Common Consent, and there being no objection, this item was taken off calendar.

Attachments: [SUPPORTING DOCUMENT](#)

12. CONTRACT AMENDMENT - ARCHITURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize the Executive Director to execute Amendment No. 6 to Contract No. 11-036 with Choate Parking Consultants in the total amount of \$25,339 for additional geotechnical services to evaluate fault trace information; and the services of a Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) for the Azusa Intermodal Parking Facility Project. (14-4877)

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. CONTRACT AWARD - SECURITY SYSTEM MAINTENANCE

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into Agreement No. 15-012 in the amount of Three Hundred Forty-Two Thousand Six Hundred Dollars and Ninety-One Cents (\$342,600.91) with G4S Technology LLC for the provision of security maintenance services of Foothill Transit's Electronic Security Systems (ESS). The base contract term will be three years, with two one-year options to be exercised at Foothill Transit's sole discretion. (14-4878)

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

14. FY 2013/14 COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT RESULTS

Recommendation: Receive and file the FY 2013/14 financial and compliance audit results. The Comprehensive Annual Financial Report (CAFR) including the auditor's opinions has been provided for you as a separate attachment. (14-4880)

Michelle Caldwell, Director of Finance, reported that the accounting firm, Crowe Horwath LLP, completed its audit for Foothill Transit's balance sheet on June 30, 2014, with related statements of revenues, expenses, and cash flow to comply with the Single Audit (Office of Management and Budget Circular [OMB] A 133) Guidelines mandated by Foothill Transit's receipt of federal funds, the Transportation Development Act, and the rules and regulations of the Los Angeles County Metropolitan Authority. Ms. Caldwell informed that for the 12th year in a row, Foothill Transit received a clean audit, and no requirements nor recommended adjustments were made to Foothill Transit's Fiscal Year ending June 30, 2014 financial statements .

Ms. Caldwell introduced Scott R. Nickerson, Certified Public Accountant (CPA) who provided a brief report on the audits conducted for Fiscal Year 2014.

After discussion, on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

15. DOWNTOWN LOS ANGELES BUS LAYOVER LEASE

Recommendation: Authorize the Executive Director to negotiate final terms and conditions with the Los Angeles Metropolitan Transportation Authority (Metro) for the lease of bus layover space in downtown Los Angeles. (14-4881)

Joe Raquel, Director of planning, reported that one of the challenges Foothill Transit faces in the Los Angeles Downtown area is finding a location where the Foothill Transit buses can safely park and prepare for their next trip. Terminal 128 is located one mile from the first and last downtown Los Angeles stop of Silver Streak, making it an ideal location for each operator to layover in preparation for the next trip. The cost to lease the space is \$1,000 a month or \$12,000 a year.

In response to questions posed by the Board, Mr. Raquel indicated that the space, which accommodates up to three 60-foot buses is adequate for the Silver Streak Program. The lease is for five years and with an option to

terminate with a 30-day notice, and the option for renewal of the contract will be incorporated into the contract during negotiations.

After discussion, on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. FISCAL YEAR 2014/15 BUSINESS PLAN INITIATIVES UPDATE

Recommendation: Receive and file the status update on the FY 2014/15 Business Plan Initiatives. (14-4882)

Kevin McDonald, Deputy Executive Director, provided a brief report on the following nine major initiatives of the FY 2014-15 Business Plan :

- **Bus Replacement Program**
- **Comprehensive Operational Analysis (COA) Development**
- **College Pass Program**
- **ISO 14001 Certification at Pomona**
- **Arcadia Operations Contract Procurement**
- **Smart Bus System (SBS) Replacement**
- **Customer Service Training Expansion**
- **San Gabriel Valley Park and Ride Facilities**
- **Legislative Advocacy**

On motion of Vice Chair Lantz, seconded by Member Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

17. PERFORMANCE INDICATORS REPORT - FY 2014/15 FIRST QUARTER REPORT

Recommendation: Receive and file the FY 2014/15 First Quarter Performance Indicators Report. (14-4883)

Sarah Tseng, Service Quality Coordinator, presented the report that was provided to the Board.

In response to questions posed by the Board, Kevin McDonald, Deputy Executive Director, reported that the 10% increase in operating expenses is due to the startup cost for the Arcadia contract. Over all actual expenses is \$2.0 million under the approved budget.

After discussion, on motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. CONTRACT TRANSITION - FOOTHILL TRANSIT ARCADIA OPERATIONS AND MAINTENANCE

Recommendation: Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Arcadia. (14-4884)

LaShawn Gillespie, Director of Customer Service, and Operations, presented this item and introduced Bill Jackson, General Manager at the Arcadia location, Transdev.

In response to questions posed by the Board, Ms. Gillespie indicated that Foothill Transit would negotiate with First Transit regarding payment for the necessary repairs to Foothill Transit Fleet's facility and equipment at the Arcadia location to ensure that all Foothill Transit assets meet Foothill Transit's standards.

After discussion on motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

19. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-4885)

Mr. Barnes reported on the following:

The audit findings of the Federal Transit Administration (FTA) Triennial Review process for Fiscal Year 2011- 14, the organization will conduct the following follow-ups:

- 1. Access Services to revise no show policy;**
- 2. Access Services to revise the origin to destination service; and**
- 3. Fair Compliance.**

- **Thanked everyone for his or her hard work on the transition of the contract.**
- **Britt Card is leaving Foothill Transit and joining the Pasadena Transit Program.**
- **Wished everyone Happy Thanksgiving.**

VII. BOARD MEMBER COMMENT

- 20. Comments by Members of the Foothill Transit Executive Board. (14-4886)**

Member Shevlin reported that she attended the American Public Transportation Association (APTA) Conference held in Houston, Texas, and was delighted of Foothill Transit accomplishments. Foothill Transit was the finalist for the American Public Transportation Association (APTA) ADWHEEL Award for the Marketing Program, and received scholarships from The American Public Transportation Foundation (APTF).

Treasurer Carol Herrera echoed Member Shevlin's comments and thanked Foothill Transit for sending them to the American Public Transportation Association (APTA) Conference.

Vice Chair Lantz thanked Foothill Transit for helping the City of Pomona in providing six Foothill Transit Buses to transport family members, friends, and co-workers to the funeral services of the slain officer "Shaun Diamond" the Pomona Swat Officer, and a close friend, who was killed in the line of duty. .

VIII. ADJOURNMENT

- 21. Adjournment for the October 31, 2014 Foothill Transit Executive Board Meeting. (14-4887)**

There being no business, the Foothill Transit Executive Board Meeting adjourned at 9:07 a.m.